

FINELINE

August 2003*A Division of Finance monthly communication service*

Web-Based Forms Database Application Is On Its Way

The Division of Finance is in the final stages of testing a web-based independent statewide forms application and database that will finally and formally replace InForms. The eForms application will utilize the 100 plus PDF forms currently available on the Finance Web site at www.finance.utah.gov/forms.

We anticipate that the new eForms application will be available in the next few weeks. We will notify users through both the FINET list server and the *FineLine* when it is up and running.

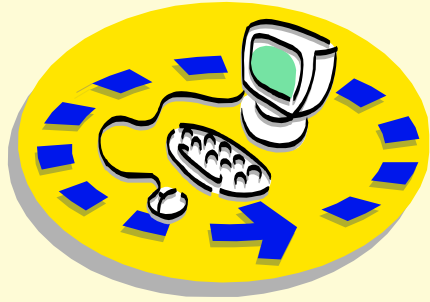
Our primary goal with this application is to replace a failing InForms system and still provide the same functionality as InForms. It is not our primary goal to produce an application that fits every agency's need for workflow, approvals, and automated interfacing to FINET and other systems.

When it is unveiled in a few weeks, the new eForms database application will offer the following functionality:

- ★ Users can enter data into a form, save the form and its data, and then later retrieve the form and its data.
- ★ Users can e-mail a form to a supervisor for review and/or approval (or rejection, as the case may be). The eForms e-mail function will work with many e-mail applications, including GroupWise, Outlook, Outlook Express, and Eudora.
- ★ A form can be sent by e-mail an unlimited number of times.
- ★ A form can be "workflowed" through an organization for review and approval. Two lines of approval will appear on the form. The use of this function is purely optional, and each agency will have to decide if it wants to use this function and how to implement and use it.

Future plans include a process to interface certain electronic forms directly to FINET. A transaction created in eForms will be interfaced to FINET only if two electronic signatures appear on the form.

If you have questions regarding eForms or the future of InForms, contact Jerry Gearheart at 801-538-0123 or Rick Beckstead at 801-538-1720. ❖



When our new eForms database application is unveiled in a few weeks, it will allow agencies to "workflow" forms through their organizations for review and approval.

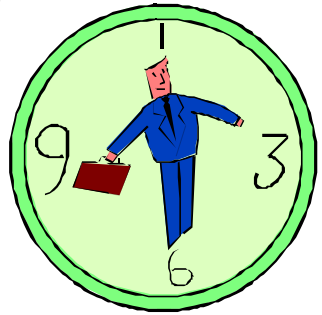
Check Bags at Least 30 Minutes Before Departure

As a result of new security measures, it is more important than ever that employees who travel on state business check in on time at the airport. Airlines now require you to have your baggage checked and check-in completed, either at the counter or curbside, at least 30 minutes before your departure. You should still plan to arrive at the airport at least one hour before your flight so you can check in on time.

The new security measures mean that airlines need time to screen all baggage and to match bags with the passenger list before the flight can depart.

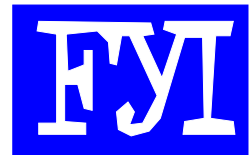
Changing your original flight or airline after you have checked your luggage just got tougher too. If your plans change after you have checked your baggage, you should notify airline customer service personnel immediately. If you are not on your original flight, the airlines must pull your luggage and get it moved to your new flight.

One state traveler recently attempted to check his bags at the ticket counter 17 minutes before his flight's departure and was turned away because the airline did not have time to process his baggage. The employee had to wait for another flight later in the day. ❖



FindIt Travel Guide Is Updated on the Internet

The FindIt Travel Guide has been updated with the new mileage rates and the new threshold for involving State Travel in booking group gatherings. The mini-policy and procedure guide, which is informational only, is available on the Finance Web site. See the *State of Utah Accounting Policies and Procedures* section FIACCT 10-02.00 for actual policy and detailed travel information.



The FindIt Guide is posted at www.finance.utah.gov/travel/findit.htm. You can download and print PDF files of the guide in booklet or full-page format. You must have the free Adobe Acrobat Reader installed on your computer to view or print the PDF files. We also provide a full-page version of the FindIt Guide in Microsoft Word format. ❖

Contact the Division of Finance

Division Receptionist

801-538-3082

Payroll

801-538-3056

Data Warehouse

801-538-3530

FINET Help Desk

801-538-9690



Financial Reporting

801-537-9081

Disbursements

801-538-3200

Office Address

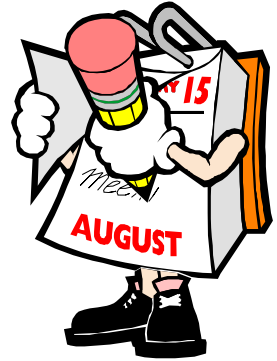
Room 2110 State Office Building
Salt Lake City, Utah 84114-1031

Web Site: www.finance.utah.gov

Selected Accounting Fiscal Yearend Dates*

*See the calendars distributed at the Budget and Accounting Officers meeting for a complete list of fiscal yearend dates.

- Aug. 4** Cutoff for July OLD #2 FINET monthend reports.
- Aug. 4** Process all OLD year inter-agency IATs by this date (notify buyer agency's main budget officer.)
- Aug. 4** Finance runs purchase order roll or lapse job (EPNY). Default is *No Action*.
- Aug. 5** Final calculation of dedicated credits lapsing amounts.
- Aug. 5** Finance distributes July OLD #2 and Closing Schedule #2, including non-budgeted line items.
- Aug. 8** Last day to process OLD year payment vouchers on-line in FINET. After this date all OLD year payments must be paid NEW year and accrued on an accrued expenditure form.
- Aug. 9** Final cutoff for all OLD year PVs/P1s entered by agencies into FINET.
- Aug. 15** Final cutoff for all OLD year documents entered by agencies into FINET.
- Aug. 15** Closing schedules due back. ❖



FINET Schedule Changes for Holidays, Yearend

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. We will open FINET on Saturdays during the closeout period (except for the Saturdays when we run a monthend). Our FINET cycle will change on most holiday weeks.

Listed below are the exceptions to the normal FINET schedule for holidays, yearend, and monthend periods through September 5.

- Aug. 2 – **Open** 12–5:30 p.m. Saturday
- Aug. 4 – **Open** July Old #2 after cycle
- Aug. 5 – **Open** Extra Tuesday cycle
- Aug. 7 – **Open** Extra Thursday cycle
- Aug. 8 – **Open** July New Monthend
- Aug. 9 – **Closed** Saturday Monthend
- Aug. 12 – **Open** Extra Tuesday cycle
- Aug. 14 – **Open** Extra Thursday cycle
- Aug. 15 – **Open** July Old #3 after cycle
- Sept. 1 – **Closed** Labor Day Holiday
- Sept. 2 – **Open** Tuesday cycle
- Sept. 5 – **Open** August Monthend



Frequently Asked Question from FINET Help Desk

Q Is there a way to tell if a check in FINET has been cancelled? How will I know if the money was returned to my agency?

A Go to the Document Cross Reference Table (DXRF) and look up either the PV number or the check number. For example, to look up a payment voucher, enter a PV number such as PV 100 31300100224; then press *F4*. To look up a check number, enter a check number such as AD [TAB] 00004853565; then press *F4*. All associated transactions will display. You may need to press *F5* to see more. The *AD* is the check number, the *CX* is the check cancellation, the *PV* with a code of *E* is the original PV, the PV with a code of *M* is the PV mod that returns the money to your agency. ❖



August Calendar

Payroll Training

Computer-based training on the Payroll System is available on our Web site at www.finance.utah.gov/training/courses.htm. For Payroll Information call 801-538-3056.

Data Warehouse Training

Aug. 12 Data Warehouse – Payroll; 10:00 – 11:30 a.m.

Aug. 12 Data Warehouse – FINET; 1:30 – 3:00 p.m.

FINET Classroom Training

We are not offering FINET classroom training during August. To add your name to the waiting list for Disbursing Lab or Purchasing Lab, call 801-538-3082.



FINET Computer-Based Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

- | | |
|---------------------------------|--|
| <u>Internet Courses:</u> | System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets. |
| CD-ROM Courses: | On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact agency budget and accounting officers to obtain access to the CD-ROM courses). |
| FINET Help Desk: | Call 801-538-9690 to resolve immediate questions. |

Reservations



To reserve your spot in any class offered this month or to add your name to our waiting list, call 801-538-3082. If you make reservations and find that you cannot attend, please notify us as soon as possible.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses at: www.finance.utah.gov/training/courses.htm